

Emergency Support Function #2 Communications

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Emergency Support Function #2 Communications

Approval and Implementation

This document was developed by Emergency Support Function #2 in accordance with national, state, and local regulations regarding the implementation of this Emergency Support Function. This document follows the National Incident Management System and meets the coordination objectives of local emergency response organizations. By signature, the entities below accept this document as standard practice for prevention, mitigation, preparedness, response, and recovery during emergency operations.

Jack Kelly, Business Administrator

Signature: _____ Date: _____

Seth Wainer, Chief Technology Officer, Division of Management and Budget, Department of
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Signature: _____ Date: _____

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Record of Changes

Changes listed below have been made to the City of Newark, New Jersey Emergency Support Function #2 since its promulgation.

#	Date	Section	Summary of Change	By (Name/Title/Organization)
1.	12/6/16	Pg.3	Personal Changes-	Chris Darby-OIT-2
2.	12/6/16	Pg.7/8	Personal Changes/Agency Name Changes	Juba Dowdell-Deputy Coordinator OEM
3.	12/6/16	Pg.13	Concept of Operations/S.O.P. procedures	Juba Dowdell-Deputy Coordinator OEM
4.	12/6/16	Pg.13,15, 16, 18,21, 25	Agency Name Change-Newark Police Division	Juba Dowdell-Deputy Coordinator OEM
5.	12/6/16	Pg.17	Removal of the Police Director	Juba Dowdell-Deputy Coordinator OEM
6.	12/6/16	Pg.17,21	Title Change-OEM Coordinator	Juba Dowdell-Deputy Coordinator OEM
7.	12/6/16	Pg.17	Addition of PSD in the list of succession	Juba Dowdell-Deputy Coordinator OEM
8.	12/6/16	Pg. 17	Notification methods to emergency operational personal	Juba Dowdell-Deputy Coordinator OEM
9.	12/6/16	Pg,18	Removal of all previously listed Fax Numbers	Juba Dowdell-Deputy Coordinator OEM
10.	12/6/16	Pg. 18	Agency Name Change-Division of Fire	Juba Dowdell-Deputy Coordinator OEM
11.	12/6/16	Pg.18, 19, 21	Insertion of the following “See Appendix 15.2 for a complete listing of phone numbers.”	Juba Dowdell-Deputy Coordinator OEM
12.	12/6/16	Pg.19	Addition of State Emergency Alert (NJ Alert) System	Juba Dowdell-Deputy Coordinator OEM
13.	12/6/16	Pg.21	Agency Name Change- Essex County Sherriff Office	Juba Dowdell-Deputy Coordinator OEM
14.	12/6/16	Pg. 28	Agency Name Change-OEM Division- Dept. of Public Safety	Juba Dowdell-Deputy Coordinator OEM

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**Emergency Support Function #2
Communications**

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Support Agencies

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Office of Emergency Management & Homeland Security Division
Newark Fire Division
Newark Police Division
City of Newark Department of Engineering

Private Support

Private Sector Communication Companies

The Emergency Support Function #2 Coordinator maintains contact information for all Support Agencies and Private Support.

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I. Introduction

A. Purpose

The purpose of Emergency Support Function #2, Communications (ESF #2), is to provide available communications resources for support of emergency response activities within the City of Newark. Operations executed by ESF #2 include, but are not necessarily limited to, the following:

- € Administer emergency public warning protocols and procedures to warn the public of a potential, impending, or ongoing emergency that could put life and/or property at risk
- € Monitor the status of emergency management communications resources and the county's information technology systems
- € Ensure the continuity of emergency management communications and the technology that supports the county's ability to manage emergencies
- € Develop and apply quality assessment and assurance procedures to gauge the accuracy of information gathered, processed, and provided

B. Scope

This ESF coordinates operations by the City of Newark related to communications before, during, and after an emergency. This ESF is an integral component of the *City of Newark Emergency Operations Plan* (EOP) and, as such, is intended to be implemented within the policy and operational framework of the EOP. Operations of ESF #2 are therefore intended to be fully integrated with other activated City of Newark ESFs.

During an emergency that extends beyond the City of Newark jurisdictional boundaries, it could be necessary for ESF #2 to conduct operations in an autonomous manner, working with ESF #2 Committees at the municipal, county, state, and federal levels to: identify needs and problem areas related to communications; formulate mission assignments addressing those needs or problems; and implement mission assignments. ESF #2 could also work directly with ESF #2 Committees of neighboring jurisdictions within the New Jersey Urban Area Security Initiative (UASI) Region, the New York-New Jersey-Connecticut-Pennsylvania Area Regional Catastrophic Preparedness Grant Program (RCPGP), or within the framework of other memoranda of understanding (MOU), memoranda of agreement (MOA), or charter agreements in the event of large-scale or catastrophic emergencies.

II. Policies

The policies that govern the operations of this ESF, as well as the prioritization of mission assignments and resource allocation whenever necessary, are the following, in order of priority:

- € Conduct or assist in operations necessary to reduce the imminent threat of danger, or support other operations directly intended to prevent or minimize injury or illness to the impacted population
- € Support emergency response operations being conducted by other City of Newark ESFs, or by neighboring jurisdictions, when necessary
- € Gather situational awareness information in support of emergency response operations
- € Support recovery operations being conducted by the City of Newark
- € Support emergency preparedness activities being conducted by the City of Newark

III. Situation and Assumptions

A. Situation

The activation of this ESF is predicated by an emergency of such severity and magnitude that it requires the resources and capabilities of ESF #2. Identification of the various hazards the City of Newark faces and the likely consequences for emergency operations can be found in the Hazard Assessment, Appendix BPA-1 of the EOP.

For example, Appendix BPA-1 indicates that there are several emergency situations that could have a significant impact on communications infrastructure serving the City of Newark. Wireless networks, IT infrastructure, telephone lines, satellite dependent systems, and other components of communications infrastructure can be impacted by many types of incidents. High winds, flooding, earthquakes and other hazards can directly damage infrastructure; while many events can lead to power outages or simply overwhelm communication capacity.

Three values, i.e., relative risk, consequence category, and level of ESF involvement are shown in the following excerpt from Appendix BPA-1. These three values, taken in combination, provide a means of identifying hazards which may be of greatest concern. For example, a hazard with high consequences and a high level of ESF involvement is most likely to overwhelm local resources. If the relative risk for such a hazard is also high, then it ought to be a priority for planning purposes.

The relative risk is a function of probability, impacts, and advance warning. Details of how these values were developed are indicated in BPA-1.

The consequences of each hazard were categorized as follows:

1. Most severe impacts to property and infrastructure, i.e., services are disrupted and/or structures are damaged, but there are little or no injuries or casualties; a major power outage is an example of this type of catastrophic event.
2. Most severe impacts to people. Low impacts to property and infrastructure, i.e., people and/or animals are affected, but there is little impact on structures or infrastructure; for example, an epidemic affecting a large proportion of the population
3. High impacts to people, property, and infrastructure, people, animals, structures and infrastructure are potentially impacted; widespread flooding over the NJ UASI Region is a relevant example

In addition to this categorization, each hazard was assigned a value regarding the anticipated level of involvement for each ESF. These are as follows:

1. ESF will have limited or no involvement
2. ESF will be main and/or sole focus of response and recovery efforts
3. Coordinated effort will be required between multiple ESFs

B. Planning Assumptions

Implementation of this ESF is based on the following assumptions:

- € ESF #2 is intended to be fully consistent with the Essex County ESF #2, New Jersey ESF #2, and ESF #2 of the Department of Homeland Security National Response Framework to facilitate efficient coordination of operations, sharing of resources, and timely completion of mission assignments



IV. Concept of Operations

A. General

This ESF is responsible for meeting the communications-related needs of the City of Newark emergency response operations to ensure the operability and continuity of emergency management communications equipment and services. This ESF is activated upon the request of the City of Newark Emergency Operations Center (CNEOC) or Incident Commander (IC) and functions under the supervision and coordination of the Communications Director, Public Information Officer, Press Secretary, and Community Relations (City of Newark Emergency Public Information Group). The designated support agencies provide assistance and resources to the City of Newark Emergency Public Information Group upon request.

The ESF #2 Coordinator shall implement mission assignments based on requests from other City of Newark ESFs, field Command Staff, and designated Operations and Logistics Section Liaisons of the Incident Command System (ICS) in the CNEOC funneled through the CNEOC Manager, in accordance with the incident action plan approved by the IC and Policy Group.

In addition to coordination with ESF #2 designated support agencies, ESF #2 shall interact regularly with other ESFs within the City of Newark. Although interactions with other ESFs shall be scenario based, ESF #2 is most likely to have regular interactions with:

- € ESF #5: Emergency Management regarding establishing and restoring lines of communication and ensuring information flow and content confirmation
- € ESF #12: Energy regarding reestablishing utility connections
- € ESF #13: Public Safety regarding coordination with communications systems
- € ESF #15: External Communications regarding support for communications linkages with news media and other jurisdictions

City of Newark resources available to implement mission assignments of ESF #2 are identified and catalogued in the New Jersey Resource Directory Database (RDDDB). See Appendix 2.1, Resource Directory Database (RDDDB). The primary and support agencies shall access the RDDDB through the www.MyNewJersey.gov portal site.

MOUs, MOAs, and mutual aid agreements (MAAs) with other jurisdictions are also included as an attachment. See Appendix 2.2, Mutual Aid Agreements.

The following are the Standard Operating Procedures (SOPs) that address how the ESF #2 functions shall be accomplished during emergency responses:

- € City of Newark Police Division General Orders
- € City of Newark Police Division Rules and Regulations
- € City of Newark Police Division Emergency Operations Manual

A warning flow chart for Municipal Emergency Activation is kept on file at the City of Newark Police.

An agreement exists with Bell Atlantic Telephone that outlines the priority restoration of telephone equipment to critical facilities in the City of Newark.

B. Notification and Mobilization

The IC shall be responsible for notifying the City of Newark Emergency Public Information Group of the need to activate ESF #2, and timeline for activation. The City of Newark Emergency Public Information Group shall notify their agency staff assigned to the ESF including the ESF #2 Coordinator and request their deployment to the CNEOC and pre-designated locations. See Appendix 2.3, Recall/Duty Roster and Appendix 2.4, Pre-Designated Locations, Meeting Points, and Points of Distribution. In addition, the ESF #2 Coordinator shall notify the support agencies of the ESF activation and, as required by the emergency, request mobilization and deployment of personnel and/or resources to pre-assigned locations, or to remain on standby for mobilization and deployment.

Mobilization of personnel by the City of Newark Emergency Public Information Group shall include, at a minimum, assignment of at least one individual to the CNEOC to staff the ESF #2 position. Depending on the level of activation of the CNEOC and the size of the emergency response operation, this individual could also serve as the representative for other ESFs for which the department is a primary or supporting agency.

Detailed emergency response and CNEOC notification and mobilization procedures can be found in Section II.C.3, Notifications of the EOP Base Plan.

Private resource providers shall be contacted and advised of the activation of ESF #2 by the ESF #2 Coordinator and requested to mobilize or remain on standby, as required by the emergency.

C. Actions

This section describes the emergency management actions that could be required of ESF #2 to prevent, mitigate against, prepare for, respond to, and recover from the loss of life or property during emergencies.

1. Prevention

The following general prevention actions shall be taken in anticipation of the activation of ESF #2:

- € Work with ESF #13 and other intelligence agencies to evaluate and determine the need for heightened inspections, improved surveillance, and security operations of agriculture and natural resources infrastructure

2. Mitigation

The City of Newark identifies opportunities for, and undertakes, mitigation actions on an ongoing basis as part of the *All-Hazard Mitigation Plan for Essex County, New Jersey*. See Base Plan, Section IX.B.3.A for information regarding the *All-Hazard Mitigation Plan for Essex County, New Jersey*.

3. Preparedness

The following general preparedness actions shall be taken in anticipation of ESF #2:

- € Assess pre-emergency needs and develop plans to stage resources for rapid deployment
- € Maintain ESF #2 resource lists as provided by primary and supporting agencies, and coordinated by the ESF #2 Coordinator

- € Maintain private contractor resource support database for ESF #2
- € Maintain relationships with neighboring jurisdiction ESF #2 primary agencies
- € Participate in drills and exercises to evaluate emergency response capabilities of ESF #2

The following specific preparedness activities shall also be undertaken by the primary and support agencies to prepare for activation of ESF #2:

- € All emergency equipment, including the inspection of antennas and transmission lines are inspected on a routine basis and are the responsibility of the communications officer. The emergency generators are tested monthly and are the responsibility of the City of Newark Police Division
- € A test of the New Jersey Attack Warning System (without sirens) is authorized once each month by the State Director. These are originated at the State Warning Point via National Warning System (NAWAS) and Statewide Police Emergency Network (SPEN) radio.
- € Sirens shall be tested only at noon on a Saturday and shall not exceed one minute duration
- € Under no circumstances would the "take cover" (a three to five minute wavering tone) or "alert" (a three to five minute steady tone) signal be sounded in these tests
- € All communications equipment is used and tested on a continuous basis. The City of Newark Police Communications Division (NPCD) is operational 24-hours. The NPCD also serves as the NAWAS control point for Newark. This system is tested by the New Jersey Office of Emergency Management (NJOEM) on a monthly basis.

4. Response

The following general response actions shall be taken for ESF #2 in the CNEOC:

- € Receive a briefing from the IC regarding the present situation and the immediate need for action
- € Establish an operation shift schedule consistent with the CNEOC as established by the CNEOC Manager for staffing ESF #2, if 24-hour operations are required due to the magnitude of the emergency. As required, ensure that an overlap of 15 minutes occurs between shifts so that staff can transfer all relevant information/processes.
- € Receive and execute mission assignments from other ESFs and the Command Staff

The following specific response activities shall also be undertaken by the primary and support agencies for ESF #2:

- € During times of emergency, the City of Newark Police Division has the capability to perform route alerting. This is normally accomplished at the direction of the Police Chief with the assistance from the following agencies:
 - € Newark Fire Division
 - € Newark Department of Engineering
 - € Mutual Aid Units
- € Route alerting is normally accomplished via mobile public address systems, and door to door notifications

- € During periods of heightened risk, the personnel of the Newark Police Division shall implement use of the ICS, for managing emergencies, and shall follow their established SOPs with regard to notifications and shall:
 - € Notify supervisors of impending conditions
 - € Notify department heads and the Mayor as necessary in accordance with City of Newark Police Division desk procedures
 - € Notify recall personnel for standby
 - € Implement physical recall of City of Newark Police Division personnel
 - € Check communications equipment
 - € Deploy as needed
- € Initial direction and control for alert, warning, and communications shall emanate from the NPCD
- € All municipal communications shall be handled through the NPCD, and the NPCD shall support the Incident Command Post (ICP)
- € When the CNEOC has been activated, direction and control shall continue to emanate from the NPCD
- € The Police Chief/designee is responsible for the verification of the current recall roster for the Alert, Warning and Communications Group
- € The Police Chief/designee shall implement supervisory staffing in order that the Alert, Warning and Communications functions are maintained on a 24-hour basis
- € The NPCD is responsible for all alert, warning, and communications functions and provides dispatching for all the emergency services with use of the Computer Aided Dispatch System (CAD)
- € The City of Newark department heads are notified of emergencies by NPCD via telephone pagers and the telephone when necessary
- € The NPCD supports the ICP via two-way radios and/or telephone.
- € The CNEOC shall monitor all communications from the NPCD via scanner
- € The NPCD shall serve as the CNEOC and all pertinent information shall be relayed to the CNEOC via two-way radio, telephone, and/or messenger
- € The City of Newark does not have a city-wide public warning system
- € The Deputy Coordinator of the City of Newark Office of Emergency Management (CNOEM) & Homeland Security or the on-scene Fire Chief can activate the Community Alert Network System (CANS) System for any emergency at White Chemical
- € The Emergency Public Information Group shall coordinate, after conferring with the appropriate department directors, the release of all public information and warning through the media (print, radio, TV, and cablevision)
- € After conferring with the IC, the Deputy CNEMC, Mayor, and the Police Chief shall notify personnel as well as any support personnel as to the message to be delivered to the public
- € Facilities, such as hospitals, schools, nursing house, and senior citizen housing units, shall be alerted and warned by a combination of police visits and/or telephone calls
- € Any persons with access and functional needs such as the blind, hearing-impaired, and handicapped, shall be notified in person by police and/or community and neighborhood representatives

- £ The Newark Board of Education has a Security Department, which maintains a list of all contact persons for all of the schools in the City of Newark. City of Newark Police, Fire and CNOEM personnel can contact this security office with appropriate emergency information and the Security Department shall then disseminate this information to the appropriate persons and schools.
- £ The Emergency Alert System (EAS) is normally activated by the CNOEM Coordinator.
- £ If, the CNOEM Coordinator is not available, the Deputy CNEMC shall notify the NJOEM
- £ The following is a list of succession of who can activate the EAS through the CNOEM Coordinator:
 - £ Deputy CNEMC
 - £ Public Safety Director
 - £ Police Chief
 - £ Mayor
 - £ Business Administrator
- £ The key emergency operational personnel shall be alerted from the city by NPCD via the following methods:
 - £ Telephone Notification
 - £ Email Notification
- £ The circumstances that key individuals are notified are written in the Desk Procedures at the NPCD
- £ The following shall be the actions to be taken by the public upon hearing an actual warning signal:
 - £ Attack or accidental launch warning: The public shall be advised to remain in whatever structure they could be in. People outdoors shall immediately proceed to the basement or center core of the nearest structure.
 - £ Alert: The public shall listen for essential emergency information via radio, television, and EAS if normal broadcasting would be off the air
- £ There is a large Spanish and Portuguese speaking population in the City of Newark. Spanish- and Portuguese-language warnings shall be disseminated from police vehicles by loudspeakers.

4. Recovery

For recovery operations, the organizational structure and method of coordination of this ESF shall remain the same as that used in emergency response operations. As the emergency response transitions into recovery, ESF #2 shall support mission assignments of ESF #14.

D. Communications

ESF #2 communications protocols and procedures shall be consistent with general emergency response communications protocols and procedures, managed by the Logistics Section in the CNEOC, the primary and supporting agencies of ESF #2, and as outlined in the EOP Base Plan, Section VI, Communications. This includes but is not limited to coordination in the development of ICS 205 forms.

The following specific communication protocols and procedures shall also be undertaken by the primary and support agencies for ESF #2 in the event of an emergency:

- £ The primary communications center for the City of Newark is located at [REDACTED]
- £ The City of Newark Police Headquarters has a backup generator capability [REDACTED]. Also, the City of Newark Police Division has a mobile command post capability.
- £ Verbal MAAs exist with surrounding municipalities. The City of Newark Police Division can dispatch police and EMS on Channel 2 (45.18).
- £ Central Fire Dispatch located at 309-317 Washington Street provides an alternate communications system to the City of Newark Fire Division vehicles in the field and all units with hand held radios receiving the fire frequency
- £ A list of communications frequencies and the agencies which have access to those frequencies is shown in Appendix 2.5, Radio Frequencies Matrix
- £ Fax machines are located in city departments and agencies are as follows:
 - £ Office of the Mayor:
 - £ Business Administrator:
 - £ Office of Emergency Management Division:
 - £ Department of Law:
 - £ Police Division:
 - £ Fire Division:
 - £ Department of Engineering:
 - £ Division of Sanitation:
 - £ Division of Water/Sewer Utilities:
 - £ Department of General Services:
 - £ Department of Health and Community Wellness:

See Appendix 15.2 for a complete listing of phone numbers.

- £ There is a mobile Emergency Operations vehicle assigned to the City of Newark Fire Division, which can serve to establish the location of a mobile CNEOC. Additional mobile ICPs can be set up as necessary.
- £ The NPCD utilizes the CAD. This system computerizes all incoming and outgoing messages. These messages are stored in the systems memory and are available for recall. All telephones at the NPCD are taped. These tapes are stored at the NPCD and are available for review.
- £ Route alerting could be augmented by the use of municipal sirens, local radio stations, Gateway Cable, and the EAS
- £ The following is a list of additional warning methods available to the City of Newark:
 - £ EAS (WINS) 1010 AM
 - £ Local radio stations:

- € WOR - 710 - AM
 - € WABC - 770 - AM
 - } WBLS - 107.5 - FM
 - € WNJR - 1430 - AM
 - € WCBS - 880 – AM
 - € WBGO - 88.3 – FM
 - € WLIB - 1190 – AM
 - € WKDM - 1380 - AM (Spanish)
 - € Shadow Traffic
 - € Gateway Cablevision (Ch. 78) - The terminal is located in every police and fire station
 - € State Emergency Alert System (NJ Alert)
- € The paging systems for emergency services are:
- € Tone-alert radios for the City of Newark Auxiliary Fire Division
 - € Telephone pagers for key administrative personnel, Fire Management personnel, Police ranking officers, and other city management personnel
 - € There is no computerized system for telephone alerting of all Newark residents
 - € The City of Newark Police Communications Center has NJLETS (New Jersey Telecommunications System), National Crime Information System, State Crime Information System, and the Automated Traffic System.
- € The City of Newark has the Passaic River Valley Warning System (formerly IFLOWS) at the NPCD with a back-up at Essex County Police Division Headquarters located in Newark, New Jersey
- € CANS is in place in the vicinity of the White Chemical Company on Frelinghuysen Avenue as a means of providing telephone warning to officials and to area residents. The CANS is an automatic telephone dialing system programmed to alert officials and local residents by telephone upon activation if there is an emergency emanating from that site.
- € The City of Newark Police Communication Center is the NAWAS point within the City of Newark and is manned 24-hours per day
- € The City of Newark does not have a working Siren Alert System. The existing system consists of 125 Thunderbolt units located throughout the city; the control board for this system is nonfunctional. There are no plans at the present time for the repair or replacement of this system.

E. Demobilization

In anticipation for demobilization of ESF #2 and the CNEOC, the City of Newark Emergency Public Information Group shall take the following actions:

- € Review all documentation of ESF #2 operations, expenditures, and personnel time to ensure completeness and accuracy
- € Track all ESF #2 mission assignments and ensure their completion
- € Prepare information, as necessary, to be used in recovery operations if the continued need for ESF #2 in recovery is anticipated
- € Inform the appropriate personnel of the primary and support agencies, as well as private vendor support, of the impending demobilization of ESF #2
- € Transmit all documentation to the IC or ESF #5 through the CNEOC Manager and request approval to demobilize
- € Demobilize ESF #2, with notification to all necessary organizations and individuals

V. Organization and Assignment of Responsibilities

A. Organization

The organizational chart shown in the EOP Base Plan, BPA-5, NIMS/ICS EOC ESF Structure illustrates the position of ESF #2 in the City of Newark emergency response ICS organization.

The CNEOC is organized and staffed to respond to any type or size of emergency. The CNEOC organization is made up of two distinct groups, the Executive and Operations groups. The responsibilities of each group are well defined and coordination between the groups is provided by the Deputy CNEMC.

Executive Group:

The Executive Group consists of the Mayor, key staff members from the Mayor's Office, City Councilmen and the directors of all city departments and agencies who have responsibilities in emergency response. The Executive Group has the responsibility for making policy decision for emergency response, declaring a "State of Emergency," and for ordering evacuations.

Operations Group (Emergency Management Council):

The Operations Group is made up of high level staff members from each city department or agency having responsibilities in emergency response. These are the individuals whose day-to-day activities include the supervision of the field operations of agency/department personnel. The Operations Group is coordinated by the Deputy CNEMC and responds according to established procedures which are developed to encompass all emergency situations from small easily contained emergencies to full scale emergencies requiring large areas to be evacuated.

The development of plans, appropriate annexes, and detailed procedures which ensure a consistent, coordinated and workable emergency response capability is the responsibility of the Operations Group, coordinated by the Deputy CNEMC.

Deputy CNEMC, CNOEM:

The Deputy CNEMC has the responsibility for the overall coordination of the development of plans, annexes, and procedures for emergency response and for coordinating the implementation in an emergency.

B. Assignment of Responsibilities

This section designates the primary and support agencies for implementation of ESF #2.

1. ESF #2 Coordinator

The Chief Technology Officer, Divisions of Management and Budget, Department of Administration is designated as the ESF #2 Coordinator. The ESF #2 Coordinator responsibilities are as follows:

- € Overall coordination of the development of plans, annexes, and procedures for emergency response consistent with ESF #2 and for coordinating implementation in an emergency

- € Maintain all ESF attachments, to include checklists and contact lists
- a. Working with ESF #5 Coordinator, ensure timely updates and maintenance of ESF #2 related resources in the RDDB

2. Primary Agency

The City of Newark Emergency Public Information Group is the primary agency for this ESF. Of available City of Newark agencies, the City of Newark Emergency Public Information Group has the trained technical personnel, resources, facilities, and systems most appropriate for implementing this ESF. The City of Newark Emergency Public Information Group is specifically designated as the primary agency because of its normal day-to-day responsibilities, facilities, and equipment that support or facilitate the execution of ensuring the operability and continuity of emergency management communications equipment and services. The City of Newark Emergency Public Information Group responsibilities are as follows:

- { Support development of plans, annexes, and procedures for emergency response consistent with ESF #2 and implementation of ESF #2 in an emergency
- { Support process for updating and maintaining ESF #2 related resources in the RDDB

3. Support Agencies

- a. CNOEM is designated as a support agency for this ESF because of its interaction and coordinating responsibilities with all the City of Newark ESFs.
- b. City of Newark Department of Engineering
- c. City of Newark Fire Division
- d. City of Newark Police Division is designated as a support agency for this ESF to provide route alerting and/or door to door notification

In addition to any specific responsibilities listed above, all Support Agencies are responsible to provide ESF #2 RDDB information. In addition, responsibilities of the Support Agencies shall be designated by the ESF #2 Coordinator depending on the nature and conditions related to specific emergencies.

4. Private Support

- a. Private Sector Communication Companies

In addition to any specific responsibilities listed above, the ESF #2 Coordinator shall request support from the private sector depending on the nature and conditions related to specific emergencies. Requests for support from the private sector shall be coordinated with ESF #5, ESF #14, and/or the CNOEM Coordinator.

C. Emergency Support Function Continuity

There is a need for a line of succession for the ESF #2 Coordinator in order to ensure continuous leadership, authority, and responsibility. The ESF #2 Coordinator shall maintain a line of succession with a minimum of three (3) levels. The CNEMC and the personnel working within this function shall be kept informed of the line of succession.

When activated, ESF #2 operates from the City of Newark EOC, located at 480 Clinton Avenue, Newark NJ. Alternate locations are as designated in the City of Newark Base Plan Section IV: Direction, Control, and Coordination.

VI. Information Collection and Dissemination

Information collection and dissemination protocols and procedures shall be consistent with general emergency response information collection and dissemination protocols and procedures, managed by the Planning Section within the CNEOC, primary and supporting agencies of ESF #2, and outlined in the EOP Base Plan, Section V, Information Collection and Dissemination.

Essential records and logs shall be protected and preserved in accordance with standing departmental orders. Records and logs pertaining to ESF #2 shall be forwarded to the CNEMC to ensure that a complete record of the emergency is available for post operation analysis and possible use in litigation.

VII. Administration, Finance, Logistics

Primary and supporting agencies are responsible for ensuring they have access to the resources necessary to fulfill their responsibilities as described in this ESF. Primary and supporting agencies are expected to provide their own logistical support during response operations and provide reporting to the Logistics and Finance/Administration Sections through the ESF #2 Coordinator. Additional support shall be obtained through requests to the CNEOC Manager by the ESF #2 Coordinator.

In the event that ESF #2 resources are overwhelmed, the ESF #2 Coordinator shall contact the CNEOC Manager who shall request assistance through ESF #5. ESF #5 shall coordinate assistance from Essex County, NJOEM, or other agencies via MOU and MOA and notify the IC. Where appropriate, the requests shall be made using Pre-Scripted Mission Requests (PSMRs) located in ESF #5 Appendix 5.10.

All agencies are expected to finance operations and expenditures from their existing budgets. All response agencies shall accurately track and document all expenditures associated with response operations and provide this information to the ESF #2 Coordinator who shall transmit this information to the CNEOC Manager. The CNEOC Manager shall then transmit all documentation to the Time Unit in the Finance/Administration Section for the emergency. Financial assistance could be available through Federal Public Assistance and other programs.

VIII. Authorities and References

A. Laws, Ordinances, Regulations, Resolutions, and Directives

1. Federal
 - a. As cited in the Base Plan
2. State
 - a. As cited in the Base Plan
 - b. New Jersey Office of Emergency Management Directive 89, Frequency Allocation
3. County
 - a. As cited in the Base Plan
4. Municipal
 - a. As cited in the Base Plan
 - b. General Orders, City of Newark Police Division
 - c. Rules and Regulations, City of Newark Police Division
 - d. Standard Operating Procedures, City of Newark Police Division

B. References, Guidance Material, and Other Documents

1. Federal
 - a. As cited in the Base Plan
 - b. Federal Emergency Management Agency: Outdoor Warning Systems Guide, CPG 1-17, March 1, 1980
 - c. Federal Emergency Management Agency: Principles of Warning and Criteria Governing Eligibility of National Warning Systems (NAWAS) Terminals, CPG 1-14, November 1981
 - d. Federal Emergency Management Agency: Emergency Communications, CPG 1-18, 1977
 - e. Federal Emergency Management Agency: National Warning System (NAWAS) Operational Manual, CPG 1016, 1980

2. State
 - a. As cited in the Base Plan
 - b. New Jersey Radio Amateur Civil Emergency Service (RACES) Manual
 - c. New Jersey Office of Emergency Management: Alerting, Warning and Communications Annex Checklist, 1/90
 - d. New Jersey Emergency Alert System Guidebook New Jersey Attack Warning Plan, 1988
3. County
 - a. As cited in the Base Plan
4. Municipal
 - a. As cited in the Base Plan
 - b. Disaster Response: Principles of Preparation and Coordination, Erik Auf Der Heide, M.D., F.A.C.E.P., The C.V. Mosby Company, 1989
 - c. Scanner Masters-Northern New Jersey Guide, Third Edition, Warren Silverman, Scanner Masters Corporation, Newton Highlands, Mass., 1988

IX. Attachments

A. Appendices

- Appendix 2.1: Resource Directory Database (RDDB)
- Appendix 2.2: Mutual Aid Agreements
- Appendix 2.3: Recall/Duty Roster
- Appendix 2.4: Pre-Designated Locations, Meeting Points, and Points of Distribution
- Appendix 2.5: Radio Frequencies Matrix
- Appendix 2.6: Communications Resources

Appendix 2.1: Resource Directory Database (RDDB)

Current City of Newark entries for the RDDB are available at:

City of Newark Department of Public Safety
Office of Emergency Management and Homeland Security Division
480 Clinton Avenue 3rd Fl.
Newark, New Jersey 07108

Appendix 2.2: Mutual Aid Agreements

Verbal mutual aid agreements for the ESF #2 functions are as follows:

- £ Irvington
- £ Belleville
- £ Bloomfield
- £ Elizabeth
- £ East Orange
- £ Hillside
- £ Kearny

Appendix 2.3: Recall/Duty Roster

The Emergency Support Function #2 Coordinator maintains contact information for all Support Agencies and Private Support. The current ESF #2 Recall/Duty Roster is available at:

City of Newark Department of Administration
Division of Management and Budget
920 Broad Street
Newark, New Jersey 07102
Phone: (973) 733-3820

Appendix 2.4: Pre-Designated Locations, Meeting Points, and Points of Distribution

The Emergency Support Function #2 Coordinator maintains information for all pre-designated locations, meeting points, and points of distribution. The current ESF #2 information regarding Pre-Designated Locations, Meeting Points, and Points of Distribution is available at:

City of Newark Department of Administration
Division of Management and Budget
920 Broad Street
Newark, New Jersey 07102
Phone: (973) 733-3820

Appendix 2.5: Radio Frequencies Matrix

To and From Base	With	Transmit	(Receive)
Essex County Office of Emergency Management	Field units	155.100	
Police Communications Division	Field units	460.125465.125	
	Field units	460.150465.150	
	Field units	460.175465.175	
	Field units	460.200465.200	
	Field units	460.225465.225	
	Field units	460.400465.400	
	Field units	460.475465.475	
	Field units	460.500465.500	
	Intrastate Police	SPEN 154.680	
	Intrastate Police	SPEN 155.475	
Fire Communications Center	Field units	154.13 154.34 Add PSIC System	
Department of Engineering Director's Office	All field units	156.745	
156 Wilson Avenue	Traffic units	158.745	
540 Bergen Avenue	Sanitation units	159.105	
	Demolition units	156.210	
	Water & sewer units	153.470	
UMDNJ		150.790155.400	
	PL 127.3	155.295	
	PL 85.4		

Appendix 2.6: Communications Resources

The Emergency Support Function #2 Coordinator maintains information re: all communications resources. The current ESF #2 information regarding Communications Resources is available at:

City of Newark Department of Administration Division of
Management and Budget
920 Broad Street
Newark, New Jersey 07102 Phone:
(973) 733-3820